



# Oregon

Tina Kotek, Governor



OREGON  
DEPARTMENT OF  
EDUCATION

*Oregon achieves . . . together!*

**Dr. Charlene Williams**  
Director of the Department of Education

November 1, 2023

TO: USDA Foods Processors and Brokers

RE: Oregon USDA Foods Annual Processing Agreement Notice: School Year 2024-25

**ACTION REQUIRED: Submit required electronic documents by January 8, 2024**

The Oregon Department of Education USDA Food Distribution Program (ODE FDP) is notifying future and existing USDA Foods processors of requirements to process in the state for the upcoming school year 2024-25.

Processors must be approved by ODE FDP for Recipient Agencies (RAs) to divert bulk USDA Foods products to them in WBSCM during the ODE USDA Foods Ordering Period.

*Please read these instructions carefully as they may have changed from previous years.*

**Instructions for Existing Processors:**

- **Submit the Oregon Processor SPA Renewal SY2024-25 form, and upload required documents through the form.**

*Please do not send paper forms.*

1. **Access the form** through this [form link](https://app.smartsheet.com/b/form/0672be0ccd904896bab297d84bbf2387), and, to get started, select 'existing processor'.  
or copy and paste: <https://app.smartsheet.com/b/form/0672be0ccd904896bab297d84bbf2387>
2. If you are an existing processor, use the form to **upload the following required documents:**  
*If you have upload issues, please contact [ode.fooddistribution@ode.oregon.gov](mailto:ode.fooddistribution@ode.oregon.gov)*
  - SY 2024-25 Summary end-product data schedules (SEPDS) in excel format (filter the SEDPS for the products you intend to offer to Oregon recipient agencies)
  - SY 2024-25 Commodity Calculator/Planner (Recipient agency ordering/planning worksheet) in excel format
  - CN label/manufacturers product formulation statement and nutrition facts label for all new and reformulated products listed on the SEPDS for SY 2024-25



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## **Instructions for New Processors:**

- **Submit the Oregon Processor SPA Renewal SY2024-25 form and download the ODE National Processing Agreement/State Participation Agreement (NPA/SPA) through the form. *Please do not send paper forms.***
  1. **Access the form** through this [form link](#), and, to get started, select 'new processor'.  
or copy and paste: <https://app.smartsheet.com/b/form/0672be0ccd904896bab297d84bbf2387>
  2. **In the form, download the NPA/SPA template.** *The ODE NPA/SPA template states all requirements for processing USDA Foods in Oregon and will be effective for a 5-year designated period.*
  3. **Complete and sign the ODE NPA/SPA template.** Email it to [ode.fooddistribution@ode.oregon.gov](mailto:ode.fooddistribution@ode.oregon.gov) and attach the SY2024-25 SEPDS, SY2024-25 Commodity Calculator and all CN Label and nutrition facts for all products listed in the SEPDS. Mailed hard copies will not be accepted. ODE will then review and sign the NPA/SPA and e-mail it back to you.

During the Oregon Processing Agreement Renewal period (11/1/2023 – 1/08/2024), ODE will communicate with processors as needed and will notify processors by email when renewal or new agreement is approved. Once processors are approved, SY2024-25 SEDPS and Commodity Calculators will be posted for Recipient Agencies' use to the [ODE Diversion/Processing website](#), where timeline information and other resources for processors are also available.

If you have any questions, please do not hesitate to contact us at [ode.fooddistribution@ode.oregon.gov](mailto:ode.fooddistribution@ode.oregon.gov)

Sincerely,

Damasita Sanchez  
Food Distribution & Procurement Manager  
ODE Child Nutrition Programs